



## *Consulting & Project Management*

# OUR PROMISES

### **We will not disrupt the occupant's ability to service their customers**

We will minimise loss of staff productivity by ensuring that they return to a fully functioning work place on the completion of each stage, with normal access to all services, equipment and files. Reception areas, meeting rooms etc. will be fully completed in one stage and be fully accessible between stages.

No activities will occur during normal business hours that affect the functionality or amenity of the tenancy for either staff or customers.

### **We will not leave the tenancy looking like a building site during working hours**

We will complete each area in a single stage so that there are no half built walls, no unpainted surfaces, no builders plastic, no materials, tools or equipment and no builders mess between stages. We will even vacuum and dust after each stage.

The only evidence that an upgrade is in progress will be the visual difference between old and new.

### **We will complete each project in the minimum possible time**

We will allocate resources to complete site works in the minimum practical time, often breaking a project up into sub-projects (eg. different floors) that are run concurrently to shorten the total project duration.

### **We will minimise the time input of key staff**

We provide a full project management service with a single contact person that will ensure that both property managers and occupants have the minimum possible additional workload. We keep you informed of the progress of the project and provide everything from information sheets for staff to project accounts reconciliation.

### **We will always deliver our promises**

We will always keep our promises in a dependable, professional manner, keeping you informed of our progress and delivering value for money at all times.

**☎ 1300 668 456**

**Floorcovering Technologies Group**  
MELBOURNE, SYDNEY, CANBERRA, HOBART



green building council australia  
MEMBER